



LONDON COLNEY PARISH COUNCIL

To: Councillors Hopcroft, Mugele, L Winstone, D Winstone, Prowse and Lillico

27th February 2025

You are hereby summoned to attend a meeting of the **EVENTS AND COMMUNITY COMMITTEE** meeting to be held on **WEDNESDAY 5th MARCH 2025, at 7.00PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY, HERTS, AL2 1PU**

Jane Johnstone
CEO/ RFO

AGENDA

	Page No.
1. APOLOGIES To receive apologies for absence	1
2. NOTIFICATION OF SUBSTITUTIONS To receive any notification of substitute Members to the Clerk	1
3. DECLARATION OF INTEREST To receive Member's declarations of interest in items on the agenda	1
4. MINUTES OF PREVIOUS MEETING To approve the circulated minutes of the previous meeting held on 30th January 2025	2-4
5. WORKING SUB-COMMITTEES	5-7
5.1 Village Day 2025 - update following the working sub-committee Tuesday 3rd March	
5.2 London Colney Pride Day 25 - Working sub-committee update	
6. EVENTS UPDATE 2024/25 - H Barrow to supply information on upcoming events 2025	8
7. COMMUNITY UPDATE - S Penny to give update on community projects	
8. ANY OTHER BUSINESS - J Johnstone to give a proposal on the lunch club prices - Splash Park container café update	9-10
9. DATE OF NEXT MEETING WEDNESDAY 7th MAY at Caledon Community Centre (Not on the calendar)	



LONDON COLNEY PARISH COUNCIL

MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE

THURSDAY 30th FEBRUARY 2025, 7.00PM

**CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY, HERTS,
AL2 1PU**

PRESENT: Cllrs V Hopcroft (Chairman), K Mugele, D Winstone and L Winstone
Cllrs T Lillico and R Prowse (ex officio)

IN ATTENDANCE: S Penny - Community Officer, H Barrow – Events Officer and J
Johnstone - CEO/RFO

***Welcome back Hayley Barrow, Events Officer, following maternity leave and Sara
Penny into her new role as Community Officer***

1. APOLOGIES

No Apologies were received.

2. NOTIFICATIONS OF SUBSTITUTES

None.

3. DECLARATION INTEREST

There were no declarations on any item on the agenda.

4. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on Thursday 24th October were received as a true record of the meeting.

5. Working Sub-committees

5.1 Village Day 2025

- This will be a community-based event aiming for 4000 visitors from 12 noon till 4pm on 9th August 2025 on Morris Way Playing Field.
- We will invite local groups and businesses within a set radius of the village to participate with interactive/active stalls, including dance groups, scouts, guides, WI, British Legion to mention a few.
- There will be food stalls, local pubs, a main stage and area taking centre stage.
- We are aiming to have competitions, including a cake baking competition, mini dog show and other interactive community shows throughout the afternoon.
- There is the possibility of a fairy hunt for small children.
- A stall to take pre-orders on London Colney merchandise.
- There will be a fold out programme with a map of what activities, groups and businesses are there and a timetable of what is happening on the main stage.
- The majority of the budget will go on the infrastructure.
- The event will be free to the public but profit-making businesses will be asked to contribute for attending i.e. the pubs.

5.2 London Colney Pride 2025

- This is a different event from Village Day. It will be held at the Village Green outside the Green Dragon.
- If it is too much to create a second event in the summer months, should we support St Albans and /or Watford Pride instead?
- **ACTION** to set the next meeting of the working party and change the London Colney Pride 2025 date.

6.1 EVENTS FEEDBACK FROM 2024

Community Officer gave a verbal report with feedback from event since last meeting
Halloween Party

- 60 tickets sold – sold out
- £80 down on the budget, the bar took less than expected and staffing costs slightly more than budgeted
- £150 sponsorship from Little Nightingales

Fireworks

- 3400 sold tickets out of 4100 tickets.
- The Irish Club offered a free event at the same time on the same day.
- We had security for the first time, costing an additional £900, but this put the team at ease knowing the public and they were in safe hands.
- £750 of sponsorship came from MKM.

Remembrance Parade

- Another amazing event.
- £1,850 budget but only £1,700 spent.

Swing to King

- 100 attended, 85 tickets sold. We gave the volunteers places for free.
- A glass of prosecco was offered to everyone attending.
- £1,000 taken on the bar.
- £820 profit
- Ticket sales should get better closer to the time

Christmas Lights Switch On

- The lights budget is £13,500, we have signed a contract for 5 years, taking this down to £9,760 a year.
- £700 worth of sponsorship.
- £250 on security.

Christmas Biscuits

- Original £600 budget, but biscuits were donated.
- The community either collected or nominated someone to collect on their behalf. This worked well.

Christmas Lunches

- 40 people attended for all 3 days; we offered 3 different styles of entertainment per day.

6.2 UPCOMING EVENTS UPDATE 2025

Events Officer gave verbal report of event planned for 2025

Themed Lunch Club – Valentines Day	Thursday 13 February
Themed Lunch Club – St David's Day and Pancake Day	Tuesday 4 March
Themed Lunch Club – St Patricks Day	Tuesday 18 March
Themed Lunch Club – St Georges Day	Thursday 24 April
Special Lunch Club – VE Day	Thursday 8 May
Chantry Island	Wednesday 18 June

Village Day	Saturday 9 August
Pride Day	Date TBC
Halloween	Sunday 26 October
Fireworks	Sunday 2 November
Remembrance Sunday Parade	Sunday 9 November
Themed Lunch Club – St Andrews Day	Tuesday 2 December
Christmas Light Switch on	Sunday 30 November
Christmas Lunch Club	December – Date TBC
Bingo Christmas Lunch Club (not our event but for info)	December – Date TBC
Christmas Lunch Club	December – Date TBC

Lunch Club

- It was discussed if to increase the numbers for lunch club for themed days.
- As the price of food has increased the HCL contact will increase from April 2025 JJo to produce a paper to increase prices from April.

Chantry Island

- This is such a strong event that is deeply embedded into the London Colney Culture, that maybe we could be advertising this more broadly.
- However, this is a small and intimate event, and it could be in danger of depersonalising the event.

Christmas Lights

- We would like to switch the lights on a week earlier than 2024, at the end of November 23rd December.

7. COMMUNITY UPDATE

This is a new item for Sara to update the committee on community engagement initiative and plans around the village.

8. ANY OTHER BUSINESS

Morris Way Container Cafe – The contractor from the Container Café in Morris Way who ran the refreshments for the Splash Park has resigned as the contractor. We are planning to run this ourselves with Ellen co-ordinating the stock and staff. It opens from the end of May until the beginning of September from 10am until 6pm every day. We are excited to have this opportunity for another inhouse run establishment.

9. DATE OF NEXT MEETING

The next Events and Community meeting will take place on Wednesday 5th March 2025

The meeting closed at 19.48.

Signed

Date

Event: Village Day 2025

Saturday 9 August 2025

@ Morris Way Playing Fields

12-4pm

Overview:

- A community event aiming to reach 4,000 residents
- Budget TBC
- Cost to attendees TBC
- TBC how to record numbers ie ticketed or not
- Local acts on main stage doing performances
- Local business and community groups to have stalls
- Stalls to be activity based, not just handing out leaflets
- Jane confirmed no road closures required

Fees:

- Stalls (non-food) to be charged a £25 pitch fee
- Food stalls to be charged a £55 pitch fee
- Charity stalls do not carry a charge
- I will liaise with Sara when she is back from annual leave to see if she can approach local business who are unable to participate on the day eg Carmellos as they wouldn't be able to cater to those numbers, and see if they can offer a discount for the day when people quote 'Village Day' just thought it's a nice way for all businesses to be involved if they want to be and offers something that extends beyond the scope of the event

Marketing:

- Posters at bus stops and on noticeboards in our buildings
- Banners around the village
- Social media posts
- Coverage in magazine – we've put a call out to local businesses and community groups in the March issue, full coverage to go in June issue. It might be nice to have a 'colour me in' pull out poster in the next issue, then the kids can colour it in and stick it in their window, nice bit of free promo for us and gets them engaged with the event – thoughts?
- Fold out map/programme of activity – this can be used for paid ads too on the back

Businesses/groups to engage (within a set radius of London Colney):

- White Horse – Jane speaking to Peter
- Green Dragon – Jane speaking to Steve
- Bull – emailed via online contact form, awaiting reply
- Colney Fox – emailed via online contact form, awaiting reply
- WI – I have had a meeting with Sarah Mugele and Ellen Nichol, they will run the cake competition
- Art Salad – confirmed stall
- Doodlebugs – confirmed stall
- Oliver & Akers – emailed, awaiting reply
- Allotment Society – I have asked Anita for a contact so I can speak with them
- Rugby Club – emailed, awaiting reply
- History Society – emailed, awaiting reply
- Scouts – emailed, awaiting reply
- Guides – confirmed stall
- Schools/Nurseries – I am still trying to work out how best they can be involved so am pondering on this at the minute
- Hedgehogs – confirmed stall
- Churches – I have spoken to Tom (St Peters Church) and he's working on his plans at the moment, he's thinking of a little folk music stage
- De Havilland – emailed, awaiting reply
- Royal British Legion – emailed, awaiting reply
- NCD – I've spoken to Naomi, she's confirmed as the first act on stage to draw in the families
- Excel – emailed, awaiting reply
- Kathleens Irish Dancing School – emailed, awaiting reply
- Merchandise stall for pre-order eg LC Calendars, mugs, tea towels etc – again need to have a think about how to go about this, I am pondering again
- Felicity – local artist – confirmed stall

Competitions:

- Allotment, growing comp, awaiting chat with Allotment society to discuss options
- Cakes – WI coordinating this
- Fairy Hunt – Cllr Vicki Hopcroft looking into this

Budget to cover:

- Infrastructure, eg stage, barriers
- Security
- Radio hire
- First Aid
- Marketing
- Ticketing fees (if applicable) fir Ticket Tailor and PayPal
- Misc
- PA System (if additional equipment needed)

Other:

- Stage: I reached out to Marlborough School as requested, they cannot offer hire as it's a fixed stage so can't leave the premises. I have spoken to Leigh (our Grounds Manager) and he said Broadlakes club are looking to purchase a trailer stage, and if that comes in to fruition we may be able to hire at a favourable rate. To date they haven't purchased it, so I have emailed the following companies for a quote for a modular stage: Illumination Events and Alistage. Both coming in around 2-4k depending on size (I asked for quotes on 3 sizes) but will hold on staging and hopefully we will be lucky with Broadlakes, lets give it a month to see before committing to anything else.
- Barriers: I have requested a quote for barriers from Speedy Hire, we're looking around £200 for a like for like on Fireworks, we may not need that many, Leigh and I are doing a site walk tomorrow to discuss.
- Security: I contacted Principle Security for a quote for 4 x security personnel. We have 8 for our Fireworks event, but given the nature of this event I'm not sure that many are required, let's discuss at our next meeting. To have 4 it'll be £500 (inc VAT)
- I emailed Chris Snow to ask if it would be OK to post on the 'London Colney Events and Business Listings' page on Facebook, awaiting reply.

Next meeting:

We don't have anything in the diary, how's Monday or Tuesday next week at 2pm? Let me know and I'll send a calendar invite.

Thanks all

Hayley

LONDON COLNEY PARISH COUNCIL EVENTS 2025

Themed Lunch Club – Valentines Day	Thursday 13 February
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LONDON COLNEY PARISH COUNCIL

COMMITTEE: EVENTS & COMMUNITY AND FINANCE & GENERAL PURPOSES RESOURCES

DATE: MARCH 2025

REPORT BY: JANE JOHNSTONE

SUBJECT: LUNCH CLUB PRICE REVIEW V2

1. SUMMARY

The Lunch Club is a long-standing resource for London Colney residents. It has been subsidised for many years by the parish council.

2. 2024/25 OVERVIEW

Customers currently pay £7.00 for two courses or £8.50 for three courses **which includes VAT**.

It currently costs LCPC £1,725 per month = £20,700 a year

We are charged to produce 25 meals per lunch club. We have sold on average 21.7 meals per lunch club through 2024/25.

Takings for 2024/25:

Year to date less VAT (week ending 21st February 2025): £12,964.30

Predicted last 10 lunch clubs at average price of £145.66 per day: £ 1,456.66

Total takings for less VAT 2024/25 **£14,420.96**

Amount of LCPC subsidy is £6,279.04 for 2024/25

3. 2025/26 OPTIONS

The HCL prices are going up 3.5% so our total cost will be £21,424.50 to produce 25 meals per lunch club.

The options below are worked out on the average 21.7 meals per lunch club from 2024/25.

The options available are as follows:

- **Option 1** – We do not increase our prices and **increase the subsidy to £7,003.53** for 2025/26
- **Option 2** – We increase our prices by 3.5% which will give us a predicted income of £14,925.71, **making the subsidy £6,498.79**.
- **Option 3** – We increase our prices slightly higher than HCL's 3.5%
Two courses at £7.50 (7.14% increase) and three courses at £9.00 (5.88% increase)
With the average numbers from 2024/25 this will give an income of £15,527.5, **subsidy of £5,897**
- **Option 4** – We could do a best guess increase to what feels like a reasonable price.
Increase 2 courses to £8.00 (14.28% increase) and 3 courses to £9.75 (14.70% increase).
With the average numbers from 2024/25 this will give an income of £16,847.50, **subsidy of £4,577**.



LONDON COLNEY PARISH COUNCIL

- **Option 5** – We could round the increases up to £8.50 for 2 courses (**21.43%**) and £10 for 3 courses (**17.65%**) we would drawing an income of £17,386.76, **subsidy of £4,037.74**.

	2024/25	2025/26				
		Option 1	Option 2	Option 3	Option 4	Option 5
HCL charges (increase 3.5%)	£20,700	£21,424.50				
2 courses	£7.00	£7.00	£7.25	£7.50	£8.00	£8.50
% Increase			3.50%	7.14%	14.28%	21.43%
3 courses	£8.50	£8.50	£8.79	£9.00	£9.75	£10.00
% Increase			3.50%	5.88%	14.70%	17.65%
Income	£17,305.17	£17,305.17	£17,910.85	£18,633	£20,217	£20,864
Less VAT	-£2,884.20	-£2,884.20	-£2,985.14	-£3,105.50	-£3,369.50	-£3,477.35
Banked Income	£14,420.97	£14,420.97	£14,925.71	£15,527.5	£16,847.5	£17,386.76
LCPC subsidy	-£6,279.03	-£7,003.53	-£6,498.79	-£5,897	-£4,577	-£4,037.74
Subsidised %	30%	32.7%	30%	27.5%	21%	18.8%

4. RECOMMENDATION

- **Option 1** – This would give LCPC bigger subsidy and so is **NOT recommended**
- **Option 2** – This would still give LCPC a larger subsidy than 2024/25 and so is **NOT recommended**
- **Option 3** – This would still give LCPC a large subsidy but could be **recommended**
- **Option 4** – These are still very realistic increases for the lunch club prices, so **potentially IS recommended**
- **Option 5** – These are still very realistic increases for the lunch club prices, so **potentially IS recommended**

5. IMPACT ASSESSMENT

Strategic Plan	This works inline with the strategic plan.
Equalities	Will need to consider vulnerable people with little income.
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	A 5-year predicted budget plan can be easily created.
Resources (including workforce)	Use of LCPC staff time is not allocated in these costings.
Risk Management	Staff to get safeguard training to ensure vulnerable customers safety will in the CCC.